

Meeting Details

Meeting Description:	Shipperless and Unregistered (S&U) Sites Working Group	
Venue	Conference Rooms 2&3, Lansdowne Gate, 65 New Road, Solihull	
Meeting Date:	21 st June 2018	
	<u>Name</u>	<u>Organisation</u>
<u>Attendees</u>	Lee Jackson (LJ)	Xoserve
	Mark E. Summersmith (MES)	
	Stacy Helps (SH)	SSE
	April Maidens (AM)	
	Warren Stay (WS)	
	Katie Ellis (KE)	EDF Energy
	Michelle Whittington (MW)	
	Lawrence Dumbleton (LD)	
	Richard Beatson (RB)	British Gas
	Matthew Jackson (MJ)	
	Lisa Warnock (LWar)	Scotia Gas Networks
	Alan Weld (AW)	
	Michael Thorburn (MT)	
	Andy Clasper (AC)	Cadent
	Aden Loomes (AL)	
	Olga Batsari (OB)	Wales and West Utilities
	Shane Muirhead (SM)	Northern Gas Networks
	Robert Smith (RS)	Npower
	Matthew Jarvis (MJar)	
	Claire Trew (CT)	Orsted
Bryony Cornwell (BC)	Corona Energy	
Helen Bevan (HB)	Scottish Power	
<u>Apologies</u>	Sintija Tilnere	Hudson Energy Supply UK Ltd
	Jennifer Smith	Hudson Energy Supply UK Ltd
	Paul Smith	Hudson Energy Supply UK Ltd
	Vicki Doran	CNG
	Kelly Talton	Cadent
	Shiv Singh	Cadent
	Martene Shuttlewood	Cadent
	Steve Coller	British Gas

Archived Completed Actions

Ref.	Description	Action	Status
1-192, 195-198	These actions have been completed and archived for future reference.	N/A	Closed

Outstanding actions from previous meetings

Ref.	Date Raised	Description	Owner	Status
193	06/10/2017	Shippers and Networks to consider areas of discussion and questions for UIPs for the next meeting of the SUWG. Update (21/06/18): Agreed for Shipper & DN attendees to consider the discussion points required for UIPs. Xoserve to issue reminder e-mail.	Shippers and Networks	Carried Forward
194	06/10/2017	Shippers and Networks to consider areas of discussion and questions for MAMs for a future meeting of the SUWG. Update (21/06/18): Agreed for Shipper & DN attendees to consider the discussion points required for MAMs. Xoserve to issue reminder e-mail.	Shippers and Networks	Carried Forward
199	06/10/2017	SS to raise concerns regarding Prepayment meters on Shipperless and Unregistered Sites with SPAA. Update (21/06/2018): LWar relayed that David Mitchell (SGN) reported that Siemens had agreed to match S&U data against their portfolio to identify PP meters and the associated responsible Shippers. It is intended that Xoserve ultimately auto-confirm these records and attach the assets.	Cadent	Open

Actions from meeting held on 21/06/2018

Ref.	Date Raised	Description	Owner	Status
200	21/06/2018	Shippers and Networks to confirm within their respective organisations, the policies in place for sharing pertinent information with other gas industry participants.	Shippers and Networks	Open
201	21/06/2018	Xoserve (MES) to re-issue the Contact List to all Shippers and Networks to obtain up to date information.	Xoserve	Open
202	21/06/2018	Shippers and Networks to provide up to date contact information.	Shippers and Networks	Open
203	21/06/2018	Xoserve to issue the Plot to Postal distribution list to the group for its review.	Xoserve	Open
204	21/06/2018	Shippers and Networks to review the distribution list for the Plot to Postal report.	Shippers and Networks	Open
205	21/06/2018	Xoserve to review the statistics and advise accordingly.	Xoserve	Open

Minutes

1. Introductions

LJ welcomed the group presented the agenda items and initiated introductions across the group.

2. Actions from Previous Meetings

LJ ran through all previous actions. (See updates above)

3. Statistical Information

MES presented the latest available statistics.

4. MOD 518 Process

LJ presented a background to the MOD518 GSR Reporting Process.

RB stated that Shipper activity in this area is a positive thing, as it could prevent unnecessary site visits for the Networks, which could result in charges to Shippers.

OB asked if Shippers were checking the reports to ensure that the address details held were accurate. WWU had experienced poor address information on the GSR Reports which had caused aborted site visits.

It was noted by many of the group that since the implementation of GDPR, some organisations had been reluctant to share information with others. This has hampered issue resolution.

Action 200: Shippers and Networks to confirm within their respective organisations, the policies in place for sharing pertinent information with other gas industry participants.

It was also noted that contact details held for various Shipperless and Unregistered Sites related activities were in some cases out of date.

Action 201: Xoserve (MES) to re-issue the Contact List to all Shippers and Networks to obtain up to date information.

Action 202: Shippers and Networks to provide up to date contact information

KE stated that EDF had received erroneous confirmation from their MAM that meters had been removed. AM said this had also happened with SSE's MAM.

5. Plot to Postal Process

LJ gave a description of Xoserve's Plot to Postal process and summarised the monthly statistics.

Some members of the group indicated that they did not think the report was being issued to the correct people.

Action 203: Xoserve to issue the Plot to Postal distribution list to the group for its review.

Action 204: Shippers and Networks to review the distribution list for the Plot to Postal report.

Challenges were made as to the accuracy of the Plot to Postal statistics, as from Nov'17 the number amended didn't correlate to the number of alternative addresses provided.

Action 205: Xoserve to review the statistics and advise accordingly.

LWar high-lighted the fact that Ofgem had indicated that it would approve a compensation payment of £30 to end consumers every time there was a problem with switching supplier. Incorrect address details are one of the main reasons for switching issues.

6. Modification 0431

MES gave a summary of the recent portfolio reconciliation project.

7. AOB

- OB requested that the AQ be added to the monthly S&U reporting suite. This triggered a discussion around the reporting review/rationalisation process which took place circa 2 years earlier. MES

advised that any subsequent changes would need to be agreed across the group and that to instigate this piece of work a Change would be required.

- LW / MT noted that the last few MOD675 (Network Isolation Reports) had been “nil returns”

8. Actions and Outcomes

LJ thanked attendees for their attendance and participation.

Next Meeting: Likely date 22nd November 2018 (TBC)